



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 5420.13B  
BUMED-M09BHC  
25 Oct 2002

BUMED INSTRUCTION 5420.13B

From: Chief, Bureau of Medicine and Surgery

Subj: ENLISTED TECHNICAL LEADER (ETL) PROGRAM

Encl: (1) Mission and Functions of Medical Department Enlisted Technical Leaders  
(2) Enlisted Technical Leader Selection Criteria and Processes  
(3) Summary Report of Activities Format  
(4) Outline for Curriculum Vitae

1. Purpose. To provide new guidelines for mission, functions, selection criteria, and responsibilities. This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5420.13A.

3. Background. Seasoned enlisted personnel often assist upper echelon management with their technical expertise. In Navy Medicine, this practice is integral to sound decision making. Experts in each enlisted medical and dental technical field play a vital role in strategic planning, and provide deckplate-level information required for resolving issues. To harness this pool of talent, and to ensure that the enlisted technician interests are considered in decision and planning evolutions, the Chief, Bureau of Medicine and Surgery (BUMED) implemented the ETL Program.

4. Status and Command Relationships. The ETL is an advisory position that is not intended to dilute primary, legal, or regulatory responsibilities of the military command structure. ETLs receive direction from, and report to, the Chief, BUMED via the Director, Medical Department Enlisted Personnel (BUMED-M09BHC). They also work in concert with specialty leaders representing corresponding officer medical specialties. They may deal directly with constituents and any other authority outside their normal chain of command; however, ETLs shall keep their commanding officers apprised of their activities.

5. Scope of Authority. Within statutory, regulatory, or policy constraints, the Chief, BUMED delegates the necessary authority to ETLs to accomplish their mission. This authority is limited to providing advice and recommendations on enlisted technical, career, and training matters within their respective Navy enlisted classification (NEC) codes to bureau and headquarters-level staff and decision-makers. Such headquarters include BUMED NEC managers, Bureau of Naval Personnel (Medical and Dental Enlisted Detailing Branch and the Enlisted Community Management Branch) Headquarters, U.S. Marine Corps (Code HS), Enlisted Personnel Management Center (EPMAC Code 90), Army and Air Force medical department headquarters, Interservice Training Review Organization, ad hoc policy formulation or execution working groups, and other higher echelon commands as necessary and related to the function. Relative to this authority is access to information and direct liaison with commands and offices involved.

6. Responsibilities

a. Technical Leaders

(1) Accomplish the mission and functions in enclosure (1) and maintain the qualification criteria shown in enclosure (2).

(2) Submit periodic summary reports of activities to BUMED-M09BHC, following the format in enclosure (3). Provide copies of the report to the commanding officer and the appropriate specialty leader. Preferred medium for submission is e-mail; however, facsimile transmission or regular mail is acceptable.

(3) Maintain current curriculum vitae per enclosure (4).

(4) Keep BUMED-M09BHC fully apprised of all cases involving the ETL mission.

(5) Maintain all related files for record purposes, and endorse such files to the succeeding ETL for continuity and maintenance.

b. Commanding Officers

(1) Provide command endorsement on ETL nomination packages. Endorsement should include a statement on the member's ability to communicate in both oral and written form, compliance with Navy physical readiness standards, and potential as an ETL.

(2) Provide necessary travel funds to ETLs assigned to their commands. Travel requirements may involve participation in working groups, attendance at conferences, and site visits to training facilities and constituent areas of concentration. For newly appointed ETLs, a 2-day visit to BUMED for orientation and introduction to key personnel in the Washington, DC area shall be recommended within 90 days of appointment as an ETL.

(3) Provide administrative support to the ETL. This support includes access to a commercial long-distance and Defense Switchboard Network (DSN) telephone, telecopier machine, answering machine, a budget for office operations and supplies, to include printing and postage, a personal computer with Word and print capability, e-mail, and communication capabilities, and other administrative requirements as needed.

(4) Notify BUMED-M09BHC if an ETL appointment warrants termination per paragraph 4 of enclosure (2), or if support is withdrawn for reasons deemed detrimental to the program or the command.

c. BUMED-M09BHC

(1) Appoints an ETL for each NEC.

(2) Provides direction and monitors ETL functions.

(3) Informs the appropriate commanding officer of an ETL's exceptional performance for personal award and performance evaluation considerations.

(4) Maintains and periodically publishes an ETL directory and ETL updates on the Director of Medical Department Enlisted Personnel web page at: <https://bumed.med.navy.mil/med00hc/>.

7. Report. The periodic summary report required by paragraph 6a(2) is assigned report control symbol MED 5420-1. This reporting requirement is approved by the Chief, Bureau of Medicine and Surgery for 3 years from the date of this instruction.



M. L. COWAN

Distribution:

All Internal BUMED Codes

SNDL, C28G	(BRDENCLINIC)
C28H	(BRMEDCLINIC)
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C58R	(BRMEDCLINIC)
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FW4	(NAVMEDCLINIC)

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SNDL, A2A	(NAVY IG)
A6	(CMC)
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Available at: <http://navymedicine.med.navy.mil/instructions/external/external.htm>

MISSION AND FUNCTIONS OF MEDICAL DEPARTMENT  
ENLISTED TECHNICAL LEADERS

1. Mission. The mission of the ETL is to provide technical advice to the Chief, BUMED, via the Director of Medical Department Enlisted Personnel (BUMED-M09BHC), on matters relating to particular medical and dental NEC codes. This advisory capacity may be extended to commanders of naval Medical Department activities and other headquarters commands.
2. Functions. The ETL, under the direction of BUMED-M09BHC shall:
  - a. Act as the focal point and advocate for constituents within the NEC represented.
  - b. Provide representation for the NEC in professional forums.
  - c. Provide advice regarding NEC-specific proposals, projects, and programs.
  - d. Provide advice regarding education and training issues.
  - e. Act as subject matter expert for BUMED and other agency inquiries.
  - f. Maintain a forum for sending and exchanging information within the NEC community represented.
  - g. Act as a conduit for communications between the community and BUMED-M09BHC.
  - h. Coordinate with appropriate specialty leaders in handling issues and projects that affect policy or NEC administration.
  - i. Recommend changes for consideration to the billet file as needed.

ENLISTED TECHNICAL LEADER  
SELECTION CRITERIA AND PROCESSES

1. General. Typically, one technical leader shall be appointed for each NEC. Where a basic and advanced NEC exist for the same field, the ETL shall be selected from the advanced NEC.
2. Criteria. ETLs shall:
  - a. Be in pay grades Petty Officer Second Class (E-5) through Chief Petty Officer with broad experiences in their respective NECs.
  - b. Have demonstrated sustained superior performance within their field.
  - c. Be assigned primary duties requiring active practice in their assigned NEC.
  - d. Possess current certification or registration if required for the NEC.
  - e. Be assigned within the continental 48 states on shore duty.
  - f. Have no record of non-judicial punishment, courts-martial, or civilian convictions for the past 6 years.
3. Length of Term. ETLs are appointed for 3 years, or until their projected rotation date (PRD), end of active obligated service (EAOS), or permanent change of station (PCS). A maximum of three 1-year term extensions may be granted if requested by the individual and endorsed by the commanding officer to whom assigned during the extended period. An individual may not be eligible for reappointment as an ETL in the same NEC for a minimum of 3 years from the end of the last term.
4. Termination of Appointment. An appointment may be terminated before term expiration for the following reasons:
  - a. Failure to maintain above selection criteria.
  - b. Receipt of PCS orders to a ship, mobile unit, or a facility outside of the continental United States.
  - c. Reassignment to billets requiring performance of primary duties outside the NEC or technical field.
  - d. Six months before discharge, PCS, retirement, or transfer to the Fleet Reserve.
  - e. Any other reason that detracts from the incumbent's satisfactory performance of ETL duties, such as lack of active interest, personal difficulties, other additional or collateral duties, protracted absence due to temporary additional duty, training, hospitalization, etc., or withdrawal

of command support. Reasons for voluntary or involuntary termination of duty shall be validated by the member's commanding officer, officer specialty leader, or the BUMED NEC manager before BUMED-M09BHC makes a determination.

5. Application. Submit an application letter to BUMED-M09BHC via local commanding officer and specialty leader(s) as appropriate. Curriculum vitae based on information in enclosure (4) shall be enclosed with the letter. If applying to succeed a currently filled position, application packages shall be forwarded to the incumbent per paragraph 6 of the enclosure.

6. Successors. At least 6 months before term expiration, ETLs shall submit no more than three qualified successor nominations to BUMED-M09BHC via the appropriate officer specialty leader(s). The list shall be ranked in order of preference, and current curriculum vitae shall accompany each nomination.

7. Selection. BUMED-M09BHC will make the selection and issue appointment letters. Copies of the appointment letter shall be forwarded to the ETL's commanding officer and the appropriate specialty leader(s).

SUMMARY REPORT OF ACTIVITIES FORMAT

5420  
Code  
Date

From: Enlisted Technical Leader, HM-84XX, \_\_\_\_\_ Technician  
To: Chief, Bureau of Medicine and Surgery (BUMED-M09BHC), 2300 E Street NW,  
Washington, DC 20372-5300

Subj: SUMMARY REPORT OF ACTIVITIES FOR THE MONTHS OF \_\_\_\_\_  
TO \_\_\_\_\_ 20\_\_\_\_

Ref: (a) BUMEDINST 5420.13B

Encl: (1) (As applicable)

1. Per reference (a), I submit the following:

a. Issues

(1) (Synopsis, resolution status and dates).

(2) (Additional issues as needed).

b. Contacts made

(1) (Reason, nature, dates, and any action taken).

(2) (As needed).

c. Seminars, conferences, or meetings attended

(1) (Indicate subject, nature, purpose, places, and dates).

(2) (As needed).

d. Other related activities. (Examples are publishing a newsletter, compiling or analyzing data, recruiting for the NEC, etc.)

2. The following additional pertinent data is reported. (Use as needed for pertinent information not covered by the above.)

Enclosure (3)



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3. The following is my agenda for the next 3 months.
4. My PRD is (MM/YYYY). I intend to recommend my successor on or about (PRD minus 6 months).

E. T. LEADER

Copy to:  
Commanding Officer  
Specialty Leader for (NEC 84XX)

## OUTLINE FOR CURRICULUM VITAE

1. Name.
2. Rate and designator(s).
3. Social Security Number.
4. Command address.
5. Telephone and facsimile numbers (DSN and commercial).
6. Government e-mail address.
7. Date reported to current command.
8. PRD and EAOS.
9. Current primary duty.
10. Last three duty stations, duty assignments, and inclusive dates.
11. Date of rank.
12. Personal awards.
13. Civilian education and training (degrees earned and certificates or credentials held).
14. Military education and training certificates and credentials.
15. Membership and position(s) held in professional organizations.
16. Professional publications or articles written.
17. Professional presentations delivered in the past 3 years.